## **View Business Reports: Adjustments by OTC Endpoint**

To view adjustments by OTC Endpoint report, complete the following steps:

- 1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* parameters page appears.
- 3. Enter your search criteria.
  - Select the **Organization**, *required*
  - Select the **Adjustment Type**, required
  - Select the **ALC** (Agency Location Code)
  - Enter the **From**: and **To**: Adjustment Date range
  - Enter the **From**: and **To**: Deposit Date range
  - Enter the From: and To: Adjustment Amount range
  - Click Yes or No for Report With Children



#### **Application Tips**

- The date range for Adjustment Date and Deposit Date cannot exceed 15 months.
- Click Yes For Report with Children to generate a report that contains data for the selected OTC Endpoint and all lower level OTC Endpoints.
- Click No For Report with Children to generate a report that contains data only for the selected OTC Endpoint.
- 4. Click an OTC Endpoint to initiate the report. The *Adjustments by OTC Endpoint* preview appears as shown in Figure 1.

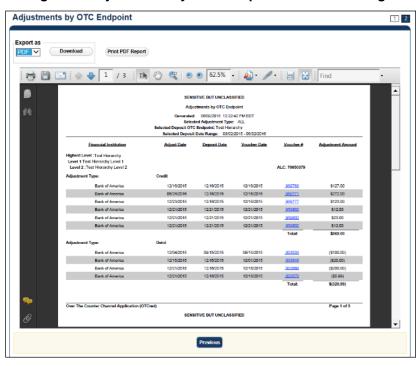


Figure 1: Adjustments by OTC Endpoint Parameters Page



# **Application Tips**

- TGA denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- CDC denotes card processing OTC Endpoint.
- 5. Under **Export as**, you have the following options:
  - Select PDF, Excel or Word format
  - Click Download
    - Or
  - Click Print PDF Report



### **Application Tip**

All adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years have been archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Historical Reports* page (Home>Reports>Historical Reports).



### **Additional Button**

Click **Previous** to return to the previous page.